Mailbox Stationery Manager for HCL Notes® and Domino®

INSTRUCTIONS

Requirements

Desktop platforms: Windows 11 & earlier, macOS Desktop software: Notes 14 & earlier Server platforms: Windows, Linux, IBM i, AIX Server software: Domino 14 & earlier

1. TARGET mailboxes:

A. Click the "Generate mailbox stationery report" button and follow the prompts.

Note: You must have at least ACL Reader access to each mailbox (read delegation access). If a Domino Administrator is using the MSM tool it is recommend to first open the Domino Admin client and select the "Full Administrator Access" option. If a red strikethough circle icon & displays in the report it means you do not have access to the mailbox.

Generate mailbox stationery report

2. SOURCE mailbox:

A. Select the mailboxes you want to manage as seen in the example below.

B. Click the "Copy stationery to selected mailboxes" which prompts you to specify a source mailbox containing the Notes Stationery you plan to manage (one way sync) to your selected users. The source mailbox can be either a generic mailbox or a manager's mailbox.

Note: Stationery which the mailbox owner authored will never be deleted. Only the stationery managed with the MSM tool will remain synced. If a user modifies the stationery it will be overwritten on the next sync. You must have at least ACL Reader access to the source mailbox (read delegation access). You must have at least ACL Editor access with delete documents privilege (edit and delete delegation access) to each target mailbox. If a Domino Administrator is using the MSM tool it is recommend to first open the Domino Admin client and select the "Full Administrator Access" option.

i.e. Mailbox stationery report

	Generate mailbox stationery report	Copy stationery to se	elected ma	ailboxes	🥜 Mar	k completed	Open Mail File	🔍 🔍 Find 🛛 📉 Export 🛛 😓 I
	♦ # Mailbox Title ♦ Mailbox Title ♦	Mailbox Owner	Server	Filename	e 🌣	Inherit 1 🗘	Stationery count	Managed stationery count
~	1 Joel Michaels (Sales) J	loel Michaels/NotesMail	NOTES01	mail\imich	nael.nsf	StdR12Mail	16	16
~	2 NotesMail Guest1 N	NotesMail Guest1/Notes№	NOTES01	mail\idem	o1.nsf	StdR12Mail	16	16
							32	32

i.e. Source mailbox containing stationery to sync (one way) to selected users

	^	Stationery				
Personal Stationery						
Memo Stationery						
Ū.	Ø	Digital DL - TOTAL Recall (TR)				
	Ø	Digital DL - AttachZIP (ZIP)				
	Ø	Digital DL - Print Merge Reporter (PMR)				
	Ø	Digital DL - H-Fax Voicemail Center (HVC)				
	Ø	HCL BP NotesMail Maintenance Renewal				

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